50 YEARS OF SERVICE



AVILA COLLEGE

CATALOG • 1966 - 1967

CORRESPONDENCE

Mailing address:

Avila College
11901 Wornall Road
Kansas City, Missouri 64145

Letters requesting information should be addressed as follows:

General interests of the college.....President

Academic Affairs.....Academic Dean

Transcripts and records.....Registrar

Admissions, scholarships.....Director of Admissions

Payment of accounts.....Treasurer

Visitors are welcome on the campus. Administrative offices are open Monday through Friday from 9 a.m. to 5 p.m. and on Saturdays from 9 a.m. to 12 noon. It is advisable that appointments be made in advance.

The college telephone number is WIllow 2-3204, Area Code 816.

AVILA COLLEGE

CATALOG
1966 - 1967

KANSAS CITY, MISSOURI

Volume XLI August, 1966

ACCREDITATION AND MEMBERSHIP

Avila College is accredited by the North Central Association for Colleges and Secondary Schools as a Bachelor's degree granting institution.

It is also accredited by the Missouri State Department of Public Instruction, the Missouri State Board of Nursing, and the National League for Nursing.

It is a member of the Kansas City Regional Council for Higher Education and the Missouri College Union.

Avila College holds memberships in the

Association of American Colleges

National Commission on Accrediting

American Council on Education

National Catholic Educational Association

American Association of Colleges for Teacher Education

Conference of Catholic Schools of Nursing

American Association of University Women

College Entrance Examination Board

and in other professional organizations at both the national and the regional level.

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CALENDAR
1966-1967

September 6	Faculty Institute
September 8	Freshman Orientation
September 9	Registration
September 12	First semester classes begin
September 19	President's Convocation
September 25	Mass of the Holy Spirit
October 14	Avila Day (no classes)
November 1	Feast of All Saints (no classes)
November 4	Last day for filing applications for senior comprehensives and degrees to be conferred in May, 1967
November 5	Mid-semester date
November 22	Thanksgiving recess begins after last class
November 28	Classes resume
December 5-10	Preregistration for second semester
December 8	Feast of Immaculate Conception (no classes)
December 11	Key Ceremony
December 20	Christmas recess begins after last class
January 4	Classes resume
January 16-21	Semester examinations
January 18-20	Registration for second semester
January 30	Second semester classes begin
March 22	Mid-semester date Comprehensive examinations Easter recess begins after last class
March 30	Classes resume
April 17-22	Preregistration for first semester, 1967-1968
May 4	Feast of the Ascension (no classes)
May 8	Honors Convocation
May 12	Field Day
May 20-26	Semester examinations
May 27	Baccalaureate and Commencement



The College

HISTORY

Avila College began the 1963 academic year with a new name, a new location, and a long tradition. The growth of this private college for women, conducted by the Sisters of St. Joseph of Carondelet, parallels the growth of the midwest and the city of Kansas City, Missouri, in which it is located.

In 1866, six Sisters of St. Joseph came from St. Louis to open an academy in the city's center. By 1910, the buildings were inadequate and the Sisters moved St. Teresa's Academy to a country site at 56th and Main Street.

In 1916, the administration chartered the first private college for women in Kansas City and offered a two-year program. Continued growth suggested expansion of buildings and curriculum. A four-year liberal arts college was begun in 1940, the culmination of a growth pattern begun many years prior.

In 1951, an evening program of coeducational credit courses was offered and two years later a non-credit program of adult education classes was initiated. In the field of adult education, the college was the Kansas City pioneer.

Through the years, the Sisters of St. Joseph of Carondelet have maintained their spirit of dedicated service to the community. Like the great St. Teresa of Avila, the faculty continues the quest for knowledge and truth. Years ago these qualities of self-development and dedicated service formed the college spirit, becoming the heritage of each student attending the college.

PHILOSOPHY AND OBJECTIVES

The philosophy of the college is based on the fundamental Christian concept of respect for the individual person, the integrity of the family, and the responsibility of the individual to society. The general objective of the college is to develop the student personally, socially, and professionally for effective leadership and dedicated service in a world community.

Specifically, the college aims to give each student the knowledge and skills which will enable her to use effectively her individual talents. During the first two years of college the student obtains basic knowledge and understanding of the liberal arts and sciences through a coordinated program of study.

In the third and fourth years the student has the opportunity to continue the study of the liberal arts and sciences or to enter into professional courses in education, nursing, or business and economics.

PLANS FOR THE FUTURE

Plans for a ten-year development program were announced in October, 1960. Since then, steady progress has moved the college through the execution of the first phase of development.

A forty-eight acre campus was purchased in 1961 in southern Kansas City, Missouri and plans were made for expanded facilities and increased enrollments. The first buildings were completed in September, 1963 with a capacity for 600 full-time students. A student dormitory and student center were completed in late winter, 1964-65. A faculty residence and chapel are now under construction.

Two additional building phases are planned. The first will begin after 1966 and the second after 1969. Present indications are that all building will be completed by 1972.

The ten-year program will affect curricula, student and faculty recruitment. The projected ten-building campus will accommodate 800-1,000 full-time students. Cost for the total campus is estimated at $8,000,000. A continuing support program was initiated in 1962 to assist the administration finance its plans for the future of Avila College.

In preparing and executing the program, the administration purposes a college in the heart of the middle west which will attract students for its curricular excellence, its modern facilities, and its outstanding faculty.

FACILITIES

Four modern buildings form the college quadrangle and provide facilities for liberal arts students:

O'Rielly Hall

Academic building with science laboratories and lecture hall, language laboratory, assembly hall, and classrooms.

Administration-Library Building

Administrative offices and 50,000 volume library.

Carondelet Hall

Residence hall with twin-bed rooms for 124 women, lounge facilities, study areas, recreation room, and kitchenettes.

Marian Center

Student center with cafeteria for 350 students, snack bar, lounges, private dining areas, and book store.

FUTURE FACILITIES

Between 1966 and 1972, the following buildings will be added to the campus to complete the educational center for Avila students:

Chapel

Faculty residence

Fine Arts Center

Residence Hall

Library for 100,000 volumes

Special Education Center

THE METROPOLITAN AREA

The student attending Avila College can increase her learning experiences by taking advantage of the research, science, and health study facilities located in the metropolitan Kansas City area. In addition, the student is able to participate in the cultural and intellectual events of the city.

By special arrangements with the college, students share in specific science research and study conducted by the Kansas University Medical Center. Science reference materials at one of the country's leading science libraries, Linda Hall Library, are available to students. Public lectures presented at Rockhurst College, the Jesuit college for men, and at the University of Missouri at Kansas City, are open to Avila students. The Nelson-Atkins Art Gallaries, the new Kansas City Public Library, and the Harry S. Truman Library are in the metropolitan area.

Civic sponsored events include the Lyric Opera presentations, the Kansas City Philharmonic programs, the Performing Arts Celebration, and the Music Hall performances of leading artists.

Recreational facilities in the area which are available to Avila students include a swimming pool, bowling lane, golf course and driving range.

HONOR SOCIETIES

Delta Epsilon Sigma is a national scholastic honor society for students of Catholic colleges and universities. Students who have completed fifty percent of their undergraduate program with a 2.5 honor point average are eligible for membership.

Kappa Gamma Pi is a national honor society for alumnae of Catholic women's colleges. Students graduating with a 2.6 honor point average and manifesting a potential for leadership are eligible for membership.

Alpha Gamma Omega is a national honor society for drama students.

Pi Delta Phi is a national honor society for French majors and minors.

AWARDS

The Avila Medal is an honor conferred by the president on seniors. The award is made on qualifications of character, service, and loyalty.

The Ariston Award is an honor conferred by the students on the most outstanding senior.

The National Catholic Theatre Conference sponsors awards for outstanding acting ability. The gold medal for outstanding contribution to Catholic theatre is given to students who have been elected to Alpha Gamma Omega, national honor society.

ALUMNAE ASSOCIATION

Through the Avila College Alumnae Association, women who attended the college can maintain friendships and loyalties developed during their college years.

Any student who completes one full year at Avila is eligible for membership. Graduates of Avila College are inducted into the Association in ceremonies before graduation. Alumnae are encouraged to join chapters in the cities in which they live.

Through the Alumnae Association, alumnae promote the continued growth of the college and participate in the activities planned by the Association. Inquiries concerning the Association should be addressed to the Director of Alumnae Relations.

Admission and Expenses

ADMISSION TO THE FRESHMAN CLASS

Requirements for Admission

Admission to Avila College is based on the applicant's academic record, personal qualifications, and evidence of ability to do college work.

The major criteria used by the Committee on Admissions and Scholarships in evaluating an applicant are the academic and personal records, rank in class, aptitude and achievement test scores, and high school recommendation.

The applicant is expected to be a graduate of an accredited high school and to rank in the upper half of the graduating class. The applicant should present sixteen acceptable units of high school work distributed as follows: four units in English; two units in mathematics, including algebra and geometry; two units in the same foreign language; two units in social science; two units in natural science; and four units in electives.

The applicant must present satisfactory scores from the Scholastic Aptitude Test of the College Entrance Examination Board. The applications for the tests can be obtained from the high school guidance counselor or by writing at least four weeks in advance of the test to the College Entrance Examination Board, P.O. Box 592, Princeton, New Jersey, 08540, or to P.O. Box 1025, Berkeley, California, 94701. The tests should be taken early, preferably in December or January. A person who has graduated from high school more than five years before entering college need not take this test.

The candidate for admission must present an acceptable certificate of health from a licensed doctor of medicine on the form supplied by the college.

Advanced Placement of Freshmen

Advanced placement (with or without credit) is given to students who have done advanced work in high school and make satisfactory scores on the Advanced Placement Examination of the College Entrance Examination Board.

Application Procedure

The applicant should have the following sent to the Director of Admissions:

1. An application accompanied by a recent face photo and the $20 application fee. This fee is not refundable.

2. An official transcript of the high school record including scores from national standardized tests.

3. Scores from the Scholastic Aptitude Test of the College Entrance Examination Board.

4. The health report form.

5. A notarized copy of the original birth certificate issued by the Bureau of Vital Statistics for those who plan to major in nursing.

6. A room reservation fee of $50 for those who plan to live on campus. This fee is not refundable after May 6 unless the applicant is rejected.

Applicants will be notified of acceptance or rejection when all credentials have been received and evaluated.

ADMISSION OF TRANSFER STUDENTS

In addition to the requirements listed for admission to the freshman class, transfer students must present official transcripts from each college attended and a statement of honorable dismissal from the last college attended. Transfer students need not take the Scholastic Aptitude Test.

Credit toward a degree will not be granted for those courses carried with the lowest passing grade of the institution. Credit for correspondence courses in excess of nine hours will not be accepted toward the degree. Credits received more than fifteen years ago will not be accepted toward a major.

Students transferring from non-accredited colleges will be accepted provisionally until thirty semester hours have been successfully completed at Avila College.

Records of transfer students are evaluated by the registrar.

ADMISSION OF FOREIGN STUDENTS

In addition to the requirements listed for admission to the freshman class, applicants from other countries are to take the Test of English as a Foreign Language. Information and applications may be obtained from TOEFL, Educational Testing Service, Princeton, New Jersey, 08540.

ADMISSION OF SPECIAL STUDENTS

College graduates and students regularly matriculated at other institutions may be admitted to courses when the following credentials have been received by the Director of Admissions:

1. A formal application for admission.

2. An official statement from the academic dean or registrar of the institution granting the degree certifying that the student is either a graduate of the institution or is in good standing and has permission to enroll for the specified courses.

3. Official transcripts from each college attended if the student is working toward teacher certification.

ADMISSION OF PART-TIME STUDENTS

Applicants who wish to enroll in a degree program but are unable to carry a full-time schedule will be admitted as part-time students and may carry fewer than 12 semester hours. They must fulfill all the requirements for regular admission and comply with the academic regulations of the college and such general regulations as the academic dean may require.

PRE-FRESHMAN ADMISSION

Upon completion of the junior year in high school, students may register for college credit courses on the freshman level under the following conditions:

1. They must be in the upper twenty-five percent of their high school class and present a written recommendation from the principal.

2. They must fulfill admission requirements and pay the fees required of part-time students.

Courses taken for credit will count as credit after the student enters college as a regular student. Such courses will not count toward the high school diploma or as college entrance requirements.

GENERAL EXPENSES FOR FULL-TIME STUDENTS

Tuition and general fee (per semester) 1966-1967	$335.00
1967-1968	400.00
Residence (per semester)	450.00

The room reservation fee of $50 is credited on the second semester account.

GENERAL EXPENSES FOR PART-TIME STUDENTS

Tuition for each credit hour	$25.00
General fee (per semester)	10.00

SPECIAL FEES

Application fee to accompany application for admission (not refundable)	$20.00
Tuition for each credit hour above 18	25.00
Student teaching per credit hour	8.00
Private music lessons in piano, organ, voice: one lesson per week for one semester	50.00
two lessons per week for one semester	80.00
Science lab fee for part-time students	10.00
Language lab fee for part-time students	10.00
Ceramics fee per credit hour	3.00
Sculpture fee per credit hour	3.00
Special registration	5.00
Transcript of credits	1.00
Schedule revision	5.00
Semester examination taken at other than scheduled time	5.00
Credit by examination per semester hour	10.00
Evaluation of transcripts (for those who have not made application for admission)	5.00
Graduation fee	25.00

The charge for courses which are audited is the same as that for courses which are taken for credit.

PAYMENT OF ACCOUNTS

All expenses are payable in advance and due not later than the day of registration. If desired, deferred payment plans may be arranged with the treasurer. Students whose accounts are not paid in full on the day of registration will be assessed the same carrying charge as those on deferred payment plans. Students will not be permitted to remain in class beyond the date designated for the last payment unless all financial obligations have been met.

REFUND POLICY

Students who withdraw from the college during the first two weeks will have 75 percent of the tuition refunded; between two and three weeks, 60 percent; between three and four weeks, 40 percent; after the fourth week there will be no refund and all accounts are due in full. *Fees are never refunded.* In case of withdrawal requested by the college, refunds will be made as outlined.

The college reserves the right to revise its charges and fees at the end of any semester should it be deemed necessary.

SCHOLARSHIPS AND OTHER FINANCIAL AID

Scholarships, grants, loans, and on-campus employment are available annually. This program of financial aid is made available in order to recognize merit and help promising students who are unable to attend without financial assistance.

Avila College is a member of the College Scholarship Service sponsored by the College Entrance Examination Board. Applicants for financial aid are required to file the CSS Parents' Confidential Statement which is used as a guide in determining financial need.

A folder containing details about application procedures for scholarships and other financial aid may be obtained by writing to the Director of Admissions.

Academic Information

DEGREES

Avila College offers a four-year course in the liberal arts and sciences, or in the liberal arts and sciences with some professional preparation, leading to the degrees of Bachelor of Arts and Bachelor of Science in Nursing.

BACHELOR OF ARTS

The candidate for the Bachelor of Arts degree must meet the following requirements:

1. Completion of at least 128 semester hours of academic work with a minimum honor point average of 1.0 (average grade of C). No more than 40 hours in one subject may be counted toward the 128-hour requirement.

2. Completion of the final 30 hours at the college.

3. Completion of the following general education requirements:

Theology 8-12 hours
Catholic students take Th 11, 12, 21, 121, and two electives. Others take Th 11, 12, 21, and 121.

Philosophy (Ph 11, 12, 121, 171) 12 hours

English (En 11, 12 or En 16, 17) 6 hours

Literature (En 21, 22 or En 81, 82) 4-6 hours

Foreign language 6-12 hours
Students with two years foreign language in high school take 6 hours in college; those beginning a foreign language in college take 12 hours.

Fine arts (SD 11, Ar 176, Mu 91) 6 hours

Natural science 8 hours

Mathematics 3 hours

History (Hi 11, 12) 6 hours

Sociology (So 12) 3 hours

4. Completion of a major of not less than 27 semester hours in one subject area including 20 semester hours in upper division courses; a minimum grade of "C" in each upper division course in the major. Completion of at least 12 upper division hours in the major at the college.

5. Completion of one of the following:
 a) A minor of not less than 18 semester hours in one subject area including 12 semester hours in upper division courses.
 b) At least 8 hours of supplementary courses in the major or in some related fields chosen with the approval of the major adviser.

6. Approval of a major in writing from the major subject appointee before entering the junior year.

7. A thesis, comprehensive, recital, or exhibit.

BACHELOR OF SCIENCE IN NURSING

The candidate for the Bachelor of Science in Nursing degree must meet the following requirements:

1. Completion of at least 134 semester hours of academic work with a minimum honor point average of 1.0 (average grade of C).

2. Completion of the senior year at the college.

3. Completion of the following general education requirements:

Theology	8-12 hours
Catholic students take Th 11, 12, 21, 121, and two electives. Other students take Th 11, 12, 21, and 125.	
Philosophy (Ph 12, 121)	6 hours
English (En 11, 12 or En 16, 17)	6 hours
Literature (En 21, 22)	4 hours
Foreign language	6-12 hours
Students with two years of foreign language in high school take 6 hours in college; those beginning a foreign language in college take 12 hours.*	
Fine arts (SD 11, Ar 176 or Mu 91)	4 hours
Natural science and mathematics	18-20 hours
History (Hi 11, 12)	6 hours
Sociology (So 11, 12)	6 hours

4. Completion of a major of not less than 48 semester hours; a minimum grade of "C" in all courses in the major.

5. Completion of at least 12 semester hours in supplementary courses in psychology to be chosen with the approval of the department chairman.

6. Approval of the major in writing from the chairman of the department before entering the junior year.

7. The National League for Nursing Achievement and Comprehensive Tests in each of the required nursing areas at the discretion of the department chairman.

*Students who need to complete a 12-hour foreign language requirement will take six hours during the freshman year and six hours during the summer following the freshman year.

ACADEMIC REGULATIONS

CREDIT HOURS AND HONOR POINTS

Credit for courses is indicated in terms of the semester hour. A semester hour of credit represents passing work in one hour of lecture or recitation, or two or three hours of laboratory work, a week, for one semester. Each semester hour with a grade of C carries one honor point; with a grade of B, two honor points; with a grade of A, three honor points. No honor point is given for a grade of D.

The honor point average is obtained by dividing the number of honor points earned by the number of hours attempted.

A candidate for a degree must earn 128 semester hours of credit and 128 honor points. If a student presents more than 128 semester hours, she must have additional honor points to correspond.

GRADING SYSTEM

The system of grading is as follows: A, excellent; B, good; C, average; D, merely passing; F, failure; I, incomplete; W, withdrawal.

A grade of I becomes an F six weeks after the semester if the incomplete is not removed by that time.

For grades incurred by withdrawals, see the section on Program Changes and Withdrawals.

STUDENT LOAD AND CLASSIFICATION

A full-time student carries from twelve to eighteen credit hours each semester. Excess credits may be carried only with the approval of the academic dean.

Students on a degree program must have the approval of the academic dean to take courses at another college. This request will not be granted if the student is within thirty hours of a degree, if the course is available on campus, or if the student does not have a C average.

Sophomore status is given to a student who has earned a minimum of 24 semester hours and 24 honor points; junior status, to a student who has earned a minimum of 60 semester hours and 60 honor points; senior status, to a student who has earned a minimum of 92 semester hours and 92 honor points.

ATTENDANCE

Attendance at all classes and examinations is required.

EXAMINATIONS

Examinations are given at the end of each semester. A student absent from a final examination, unless excused by the academic dean, receives a grade of F. A fee of $5 is charged for each examination taken at other than the scheduled time.

DEAN'S LIST AND HONOR ROLL

Students are eligible for the Dean's List who have a course load of at least 15 hours and an honor point average of at least 2.5.

Students are eligible for the Honor Roll who have a course load of at least 15 hours and an honor point average of at least 2.0.

An exception to the 15-hour load is made for seniors during the semester of their student teaching.

GRADUATION HONORS

Degrees are conferred with the following honors: *summa cum laude* is given to students whose honor point average is 2.9; *magna cum laude* is given to students whose honor point average is 2.7; and *cum laude* is given to students whose honor point average is 2.5.

TRANSCRIPT OF CREDITS

Official transcripts of credits are not issued to students but are sent directly to the institution receiving them. Students may have unofficial copies of their records.

Requests for transcripts must be made in writing. The fee for each copy is $1.

PROGRAM CHANGES AND WITHDRAWALS

Any change in registration, including withdrawal from a course, must be made on the appropriate form supplied by the registrar. The form must be filled in and returned within a week to the registrar. The fee for each change in registration is $5.

After the second week of the semester has been completed, no further changes in registration may be made. Withdrawals are not included in this regulation.

A student who withdraws officially from a course before mid-semester receives a grade of W; after the mid-semester, the student receives a grade of WP (withdrawal passing) or WF (withdrawal failing) depending upon the academic status at the time of withdrawal.

PROBATION AND DISMISSAL

All students must maintain a cumulative honor point average of 1.0 (C average). Failure to maintain a C average places the student on academic probation. If the probation is not removed within a reasonable length of time, the student is dismissed.

The college reserves the right to dismiss at any time without the charge of any specific act a student whose influence is found to be detrimental to the college. The college also reserves the right to dismiss at any time a student who does not maintain the required standard of academic achievement.

Courses of Instruction

DEPARTMENTS

The academic departments of the college and the subject areas included in these departments are as follows:

Department of Theology and Philosophy

Department of Modern Languages
English, French, German, Spanish

Department of Fine Arts
art, music, speech and drama

Department of Natural Sciences and Mathematics
biology, chemistry, mathematics, physics

Department of Social Science
business and economics, history, medical record science, sociology

Department of Education and Psychology

Department of Nursing

Students may major in the following areas: art, biology, business and economics, chemistry, elementary education, education of the mentally retarded, English, French, German, history, mathematics, medical record science, music, nursing, sociology, Spanish, speech and drama .

Minors are offered in most major areas and in secondary education, philosophy, psychology, and theology.

A two-year business program is offered.

COURSE DESCRIPTIONS

Courses numbered 11-99 are lower division and are intended primarily for freshmen and sophomores. Those numbered 111-199 are upper division and are more advanced.

Consecutive numerals separated by a comma, e.g., Bi 11, 12, indicate a course sequence through the year.

The numeral in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II. Where frequency of course offering is not indicated, the course is given as required.

ART (Ar)

Major: Ar 11, 16, 21, 31; twenty hours in upper division art including Ar 121, 126, 131, 151, 156 and two art history courses; eight supplementary hours in art or in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: Ar 11, 12; fourteen hours in upper division art including Ar 176.

11. Basic Drawing. (3)

Theory and practice in line, form, and value articulation. I, alternate years.

16. Beginning Life Drawing. (3)

Techniques in figure structure and anatomy, sketching and finished drawings. II, alternate years.

21. Basic Design. (2-3)

Problems for growth in perception and artistic expression in terms of line, shape, tone, color, texture and depth. II, alternate years.

31. Lettering. (3)

Study and laboratory work to build up skill; basic alphabets; creative design with letters. II, alternate years.

111. Art for the Elementary Schools. (2)

Art education course. Study of children's expression in picture making, design in materials and art appreciation. Laboratory experience, classroom observation, lesson plans, student teaching. I.

121. Beginning Ceramics. (3)

Introduction to ceramic processes, coil and slab building, slip casting, low fire glazing, and decorating techniques. I, alternate years.

126. Advanced Life Drawing. (3)

Independent development of contemporary techniques, composition and personal interpretation of the figure. Prerequisite: AR 16. I, alternate years.

131. Beginning Sculpture. (3)

Theory and practice in 3-dimensional techniques and design, control of media and form, armature construction, casting, carving and modeling. Prerequisite: Ar 16. I, alternate years.

136. Water Color. (3)

Theory, practice, creative expression. Prerequisites: AR 11, 21. II, alternate years.

141. Advanced Ceramics. (3)

Form and design, independent experiment in glazing techniques; introduction to the wheel. Prerequisite: AR 121. II, alternate years.

146. Enameling. (3)

Theory and practice in basic enameling techniques, application of creative design principles. Prerequisite: Ar 21. II, alternate years.

151. Beginning Oil Painting. (3)

Use of the medium through studies in color. Prerequisites: Ar 11, 21. I, alternate years.

156. Intermediate Oil Painting. (3)

Experience with brush and color to interpret life and communicate ideas. II, alternate years.

161. Advanced Oil Painting. (3)

Continuing sensitivity to life, environment, ideas; color structure; metaphorical presentation. I, alternate years.

166. Advanced Design. (3)

Problems in color; composing with media and material; commercial problems.

171. Advanced Sculpture. (3)

Advanced work in sculptural design, function of mass, line, and space in various materials. II, alternate years.

176. Survey of Art. (2)

General course in the humanities; art expression in painting, sculpture, and architecture, I, II.

181. History of Italian Renaissance Painting. (2)

Study of individual artists; characteristics and evolution of style of Florentine and other Italian fifteenth century schools. II, alternate years.

186. History of Flemish Renaissance Painting. (2)

Study of individual artists; development of Flemish style from Van Eyck to Bruegel. II, alternate years.

191. History of Twentieth Century Painting. (2)

Contemporary trends; artists from the Impressionistic period to the present; analysis of style.

199. Art Problems.

A final course to be arranged upon need. Student and adviser in consultation plan content. Arranged.

BIOLOGY (Bi)

Major: Bi 11, 12; twenty semester hours in upper division biology including Bi 116, 146, 151 and 198; eight supplementary hours in biology or in related fields to be chosen with the approval of the major adviser or a minor in a related field.
Minor: Bi 11, 12; twelve semester hours in upper division biology.

11, 12. General Biology. (4, 4)

Principles of biology viewed through the findings of recent research; emphasis on unity among biological, chemical and physical sciences; instruction on scientific principles governing representative types of animal and plant groups. I, II.

41, 42. Anatomy and Physiology. (3, 3)

Concepts of normal structure and function of the human body; consideration of the abnormal with emphasis on physiological changes produced in the various systems. I, II.

116. Genetics. (4)

Relationship of Mendelian principles to evolution, cytogenetics and microbial genetics. Study of gene transmission, interaction, linkage, variation and mutation in Drosophila melanogaster. Consideration of population genetics in plant, animal and man. Prerequisites: Bi 11, 12 or Bi 41, 42. I.

126. Comparative Histology. (3)

Microscopic study of normal plant, animal and human tissues; interrelationship of structure and function. Prerequisites: Bi 11, 12 or Bi 41, 42.

141. Biochemistry. (5)
See Ch 141.

146. General Microbiology. (4)

A study of microorganisms with emphasis on non-pathogens. Includes structure of the bacterial cell, cultivation, normal habitat, physiology, and methods of controlling growth. An introduction to immunology is included. Prerequisites: Bi 11, 12 or Bi 41, 42; Ch 11. II.

151. Advanced Physiology. (3)

Fundamental physical and physiological phenomena in living organisms; emphasis on metabolism, responsiveness, growth and reproduction and other manifestations of energy transformation. Prerequisites: Bi 11, 12 or Bi 41, 42; Ch 11, 12, 111. Ch 141 recommended. I, alternate years.

161. Comparative Embryology. (4)

A study of developmental anatomy, from fertilization to the formation of adult structures, in echinoderms and representative chordates. Emphasis is on avian and mammalian development. Prerequisites: Bi 11, 12 or Bi 41, 42. II, alternate years.

166. Parasitology. (3)

A consideration of the physiology and pathology of selected protozoan, helminth and arthropod forms. Special emphasis is placed on the biological aspects of parasitism. Prerequisites: Bi 11, 12 or Bi 41, 42; Bi 146.

181. Immunology. (3)

A study of fundamental principles involved in immunity; includes medical applications of immunity in infectious diseases, organ transplants, hypersensitivity and auto-immune responses. Basic serologic techniques are included. Prerequisites: Bi 11, 12, 146; Ch 111, 141.

198. Biology Seminar. (1-3)

Student investigation and discussion of specific biological research areas.

BUSINESS AND ECONOMICS (Bu and Ec)

Major: Ec 41, 42 and twenty-one semester hours in upper division business and/or economics including Ec 161, 181 and 182; nine supplementary hours in business and/or economics or in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: Ec 41, 42 and twelve semester hours in upper division business and/or economics.

BUSINESS (Bu)

11. Elementary Typewriting. (2)

Correct keyboard technique, speed and accuracy building, tabulation, simple letters.

12. Advanced Typewriting. (2)

Letter forms, rough drafts, skill improvement, manuscripts, business reports, production typing.

16. Machine Dictation and Transcription. (2)

Training in the operation of voice-writing machines and developing speed in transcribing from same.

21. Elementary Shorthand. (3)

Principles of Gregg shorthand with emphasis on reading speed and dictation from penwritten transcripts.

22. Intermediate Shorthand. (3)

A course designed to build shorthand writing speed.

31. Business Mathematics. (2)

Rapid calculation drill; percentage, interest, discount, insurance, taxes, probability, stocks and bonds, graphs and charts.

51, 52. Principles of Accounting. (3, 3)

Analysis, recording, classification of financial data for single proprietorship, partnership and corporations.

111. Secretarial Procedures. (3)

Comprehensive treatment of secretarial duties performed in modern business offices.

121. Beginning Shorthand Transcription. (3)

Advanced shorthand. Dictation and transcription of mailable letters.

122. Advanced Shorthand Transcription. (3)

Continuation of Beginning Shorthand Transcription with emphasis on speed building in dictation and transcription.

131. Business Machines. (2)

Projects designed to develop skill in the use of calculators, adding machines, and duplicators.

156. Business Communication. (3)

Composition of business letters, inter-office communication, business messages.

ECONOMICS (Ec)

41, 42. Principles of Economics. (3, 3)

Evolution of economic orders; functions in production, consumption, distribution and exchange; world economic systems.

141. Personal Finance. (3)

Practical aspects of budgeting, installment buying, savings accounts, insurance, credit and financial problems.

151. Personnel Administration. (3)

Employer-employee relationships; problems in insecurity, wages, salaries.

161. Money and Banking. (3)

Principles and practices of banking, monetary systems, organization and structure of Federal Reserve System, foreign exchange.

176. Social Values in Economic Life. (3)

Traditions and principles of the social order studied in the light of the papal encyclicals and applied to current economic and social conditions.

181, 182. Business Law. (3, 3)

Principles of business transactions; contracts, sales, real estate, insurance, principal-agent relationships, evolution of law and courts, crimes and torts.

191. Labor Law. (3)

Historical background of labor law; major areas of labor disputes and legislative enactments; labor problems.

199. Economic and Business Seminar. (1-2)

For majors only.

Proficiency tests in shorthand and typewriting are given by appointment to teachers wishing to satisfy certification requirements. Five hours credit is given in each area for those meeting the test standards. This credit is not applicable toward the degree.

Test fee: $25 in each area. An application fee of $5 for each test in required every time a test is taken. Only when the applicant passes the test may the $5 application fee be applied to the account.

TWO-YEAR BUSINESS COURSE

To earn a certificate the student must complete 64 semester hours; maintain an honor point average of 1.0 (average grade of C); and complete the following specific courses:

Theology 8 hours

English (En 11, 12 or 16, 17) 6 hours

Speech (SD 11) 2 hours

History (Hi 11, 12) 6 hours

Philosophy (Ph 11, 12) 6 hours

Principles of Economics 6 hours

Principles of Accounting 6 hours

Typewriting (Depending upon previous training) 2-4 hours

Shorthand and Transcription (Depending upon previous training) 6-12 hours

Business Communication 3 hours

Business Machines or Machine Dictation 2 hours

Secretarial Procedures 3 hours

Business Mathematics 2 hours

Personnel Administration 3 hours

Social Values in Economic Life 3 hours

CHEMISTRY (Ch)

Major: Ch 11, 12 and twenty-seven semester hours in upper division chemistry including Ch 111, 112, 121, 122, 131, 181, and 182; Phy 11, 12; Ma 31, 112. Chemistry majors are not required to have a minor. German is recommended to fulfill the foreign language requirement.

Minor: Ch 11, 12 and twelve semester hours in upper division chemistry including Ch 111.

11. General Chemistry. (4)

Fundamental laws and principles of chemistry. I.

11H. General Chemistry. (4) Honors course.

A more quantitative study of the fundamental laws and principles of chemistry. I.

12. General Chemistry. (4)

Continuation of the general principles of chemistry with emphasis on solution chemistry and introduction to qualitative analysis. Prerequisite: Ch 11. II.

16. Introduction to Physical Science. (4)

Essential elements of physics, chemistry, and earth science for students not majoring in science.

111, 112. Organic Chemistry. (4, 4)

Principles, laws, and theories governing the formation and reactions of aliphatic and aromatic compounds. Prerequisite: Ch 12. I, II.

121, 122. Analytical Chemistry. (4, 4)

Principles and techniques of quantitative gravimetric, volumetric and instrumental analysis. Prerequisite: Ch 12. I, II.

131. Inorganic Chemistry. (3)

Theoretical approach to the modern concepts of molecular structure of inorganic compounds. Prerequisite: Ch 122.

141. Biochemistry. (5)

Investigation of the chemical processes in living matter. Prerequisite. Ch 112.

151. Organic Qualitative Analysis. (3)

Identification of organic compounds by qualitative chemical and physical methods.

181, 182. Physical Chemistry. (4, 4)

Physical laws and theories as applied to chemical phenomena. Prerequisites: Ch 12, Phy 12.

199. Chemistry Seminar. (1)

Extension of the knowledge of chemistry through selected readings and reports.

EDUCATION (Ed)

ELEMENTARY EDUCATION

Major: Twenty-seven semester hours in education including Ed 121, 141, 151, 179, 186, 191, and 196; eight supplementary hours in education or in related fields to be chosen with the approval of the major adviser or a minor in a related field.
No minor is offered.

SECONDARY EDUCATION

No major is offered. Students preparing to teach on the secondary level major in the teaching field and minor in secondary education.

Minor: Twenty semester hours in education including Ed 121 (or Ps 153), 141, 181 or 183, 186, 193, 195, and 198.

EDUCATION OF THE MENTALLY RETARDED

Major: Twenty-seven semester hours in education including Ed 136, 141, 151, 156, 166, 186, 197; eight supplementary hours including Ps 163 and 176 to be chosen with the approval of the major adviser.

No minor is offered.

11. Introduction to Education. (2)

American education; function of learner and teacher; use of materials and methods. I.

16. Children's Literature. (2)

Types of children's books; criteria for the selection and evaluation of these books; relation of reading to children's needs, abilities, and interests. II.

116. Crafts for the Mentally Retarded. (2)

Laboratory experience to provide knowledge and expression in new materials.

121. Human Growth and Development. (3)

Physical, emotional, social and psychological growth and development of the normal child from conception through adolescence; effects of these factors on intellectual growth and development. I and II. See Ps 121.

136. Speech and Language Problems of the Mentally Retarded. (2)

Course enabling the classroom teacher to discover minor speech defects; methods of correction for simple articulation disorders; procedure of referral for organic disorders. II.

141. Educational Psychology. (3)

Application of psychological principles to the field of education; nature of the learning process; motivational devices; evaluation of learning. I.

146. Physical Education for the Elementary School. (2)

Total fitness program directed toward the elementary school child; methods of evaluating fitness; organization of programs of physical education based upon sound principles of human growth and development. I.

151. Teaching of Reading in the Elementary School. (2)

Objectives, methods and techniques of teaching reading in the elementary school; place of reading in the curriculum; use of phonics. I.

156. Reading Problems of the Mentally Retarded. (2)

Reading disabilities and deficiencies common to the mentally retarded child; diagnostic and remedical procedures, methods, and materials. I.

161. Teaching of Science in the Elementary School. (2)

Organization of the science program in the elementary school and its place in the curriculum; opportunities for experience in laboratory and field work. II.

166. Methods of Teaching the Mentally Retarded. (2)

Study of educational programs; curriculum and materials; selection and application of appropriate procedures, methods, and techniques of teaching the mentally retarded. I.

171. Fundamentals of Geography. (2)

Basic geographical concepts; methods of teaching geography at the clcmentary level. II.

173. Health Education. (2)

Physiology and personal physical hygiene adapted to prospective teachers; modern school health programs. II.

176. Tests and Measurements. (2)

Administration and interpretation of psychological and achievement tests; evaluation of specific measurement instruments and their use in the school. II. See Ps 176.

179. Elementary School Organization and Management. (3)

Organization of subject matter for various grade levels; methods of classroom procedures and management principles. I.

181. Secondary School Curriculum. (2)

Secondary school and its historical development; junior high school and its function; principles and practices in curriculum planning. I.

183. Secondary School Administration. (2)

Growth of administration in the secondary school; principles of administrative procedure; professional relationships of the high school principal. II.

186. History and Philosophy of Education. (3)

Development of education and educational theories from the ancient to the modern world; relation of a philosophy of life to a philosophy of education; evaluation of false philosophies. II.

188. Montessori Theory. (1)

Introduction to Montessori theory; an overview of early care, maturation, and growth patterns of the pre-school child.

189. Montessori Theory and Methods. (6)

Extended study of Montessori theory and philosophy including pre-school child care and development; learning through experience and self-directed activity; educational procedures; prepared environment for the formation of the individual. Observation of children in a laboratory class; practice with and preparation of learning materials.

191. General Methods and Observation in the Elementary School. (2-4)

Steps in lesson preparation and planning at various levels; actual observation of the teaching-learning process in preparation for the formal student teaching assignment. I.

193. General Methods in the Secondary School. (2)

Steps in lesson preparation and presentation; selection and application of appropriate procedures, methods, and techniques. I.

195. Special Methods in the Teaching of Secondary Subjects. (2)

Courses are offered in subject-matter fields as follows:

Teaching of Art in the Secondary School
Teaching of Biology in the Secondary School
Teaching of Business in the Secondary School
Teaching of Chemistry in the Secondary School
Teaching of English in the Secondary School
Teaching of French in the Secondary School
Teaching of History in the Secondary School
Teaching of Mathematics in the Secondary School
Teaching of Music in the Secondary School and Choral Conducting
Teaching of Spanish in the Secondary School
Teaching of Speech in the Secondary School

196. Student Teaching in the Elementary School. (5)

Professional laboratory experience in a specified area in the elementary school; supervision and guidance shared between the cooperating teacher and the college supervisor. By arrangement. Prerequisites: Major requirements. I and II.

197. Student Teaching of the Mentally Retarded Child. (5)

Supervised and guided opportunities in laboratory experiences with teachers of the mentally retarded child provided in campus laboratory classroom. By arrangement. Prerequisites: Major requirements. I and II.

198. Student Teaching in the Secondary School. (5)

Professional laboratory experience in the area of concentration; supervision and guidance shared by the cooperating teacher and the college supervisor. By arrangement. Prerequisites: Minor Requirements. I and II.

199. Seminar in Education. (3)

Independent study and research; individual guidance in basic research techniques; writing of extensive research paper. I and II.

ENGLISH (En)

Major: En 11, 12 (or 16, 17); En 81, 82; twenty semester hours in upper division English, including En 121, 136, and one course in American literature; at least eight supplementary hours in English or in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: En 11, 12 (or 16, 17); En 81, 82; twelve semester hours in upper division English.

11, 12. Freshman English. (3, 3)

Training in critical reading and the writing of correct and effective prose; techniques of the research paper. I, II.

16, 17. Literary Forms and Composition. (3, 3)

A study of literary types; training in literary criticism; frequent papers based on readings and experience; techniques of the research paper. Open to qualified freshmen. I, II.

21, 22. World Literature. (2, 2)

Analysis of selected masterpieces. I, II.

81, 82. Survey of English Literature. (3, 3)

A study of English literature from its beginnings to the present; emphasis on analysis and interpretation of prescribed works. I, II.

111, 112. Techniques of Writing. (2, 2)

Analysis of various types of writing; critical evaluation of student work and guidance in revising. II.

121. History of the English Language. (3)

Survey of the development of the English language from Anglo-Saxon times to the present, with emphasis on the structural development of the language.

131. History of the Theatre. (3)

Classical age of the Greek theatre to the present; analysis of representative plays. See SD 131.

136. Shakespeare. (3)

Representative tragedies and comedies. See SD 136.

141. Contemporary Drama. (3)

Analysis of plays from Ibsen to the present, including avant-garde drama. See SD 141.

147. The Restoration and the Eighteenth Century. (3)

Critical reading and discussion of writing of Restoration and eighteenth century; emphasis on Dryden, Pope, Swift, Addison, and Johnson.

148. Nineteenth Century Studies. (3)

Main trends in literature of the nineteenth century; works of selected writers of Romantic and/or Victorian period.

161. The Novel. (3)

A study of the development of the novel; emphasis on the contemporary English and American novel.

166. Modern Poetry. (3)

Representative British and American poets of twentieth century; study of modern poetic techniques.

181. American Literature. (3)

A study of the writings of Hawthorne, Poe, Melville, Henry James, Thoreau, Whitman, and Mark Twain.

182. American Literature. (3)

A study of the lyric poem from Colonial times to the present and of representative works of selected contemporary novelists, playwrights, and critics.

191. Literary Theory and Criticism. (3)

Nature of literature; application of literary principles to selected texts.

199. Independent Study. Credit to be arranged.

Intensive and independent study under direction.

FRENCH (Fr)

Major: Fr 11, 12, 16, 17; twenty hours in upper division French including Fr 131, 132, 151, and 152. Eight supplementary hours in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: Fr 11, 12, 16, 17; twelve semester hours in upper division French.

11, 12. Elementary French. (3, 3)

Elements of the language; drill in pronunciation with practice in reading, writing and speaking French. Two hours a week laboratory period. For students beginning French or presenting one unit of high school French. I, II.

16, 17. Intermediate French. (3, 3)

Emphasis on oral and aural skills; review of grammar; reading of modern texts. Prerequisites: Fr 11, 12, or two years of French in high school. I, II.

21, 22. French Conversation. (3, 3)

Systematic training in oral practice and self-expression.

131, 132. French Composition. (3, 3)

Review of grammar and syntax, practice in writing. I, II.

151, 152. Survey of French Literature. (3, 3)

Literature from *La Chanson de Roland* to the twentieth century. I, II, alternate years.

171. The Drama of the Seventeenth Century. (3)

Masterpieces of Corneille, Moliere and Racine. Alternate years.

181. French Literature of the Twentieth Century. (3)

Critical reading and analysis of the writings of significant authors. Alternate years.

198, 199. French Seminar. (2, 2)

Directed readings in French literature, conferences, research papers.

GERMAN (Ge)

Major: Ge 11, 12, 16, 17; twenty hours in upper division German including Ge 131, 132, 151, and 152; eight supplementary hours in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: Ge 11, 12, 16, 17; twelve semester hours in upper division German.

11, 12. Elementary German. (3, 3)

Elements of the language; drill in pronunciation with practice in reading, writing and speaking German. Two hours a week laboratory period. For students beginning German or presenting one unit of high school German. I, II.

16, 17. Intermediate German. (3, 3)

Emphasis on oral and aural skill; review of grammar; reading of modern texts. Prerequisites: Ge 11, 12 or two years of German in high school. I, II.

131, 132. German Composition and Conversation. (3, 3)

Review of grammar and syntax; practice in writing; systematic training in oral practice and self expression.

151, 152. Survey of German Literature. (3, 3)

Literature from the *Song of Hildebrand and Hadubrand* to the twentieth century.

171. Classic Period of German Literature. (3)

Masterpieces of Goethe and Schiller.

181. Modern German Literature. (3)

German literature of the nineteenth and twentieth century. Critical readings and analysis of the writings of significant authors.

198, 199. German Seminar. (2, 2)

Directed readings in German literature, conferences, and research papers.

HISTORY (Hi)

Major: Hi 11, 12, 17, 18; Go 127; twenty-one semester hours in upper division history. A minor in a related field is optional.

Minor: Hi 11, 12, 17, 18; twelve semester hours in upper division history.

11. World Civilization to 1650. (3)

The history of man as a global experience. The civilizations of antiquity, the Middle Ages in Europe and the Near East, the Renaissance and the Reformation, the early modern period.

12. World Civilization since 1650. (3)

The interaction of cultural systems. Europe and the non-Western world in modern times.

17. American History I. (3)

Colonial origins; economic, political, and social conditions through the Civil War; origin and interpretation of American ideals.

18. American History II. (3)

Continuation of Hi 17 from 1865 to the present.

120. Diplomatic History of the United States. (3)

History of the United States foreign relations from the Revolution to the present.

124. American Social and Intellectual History. (3)

Development of American "civilization" from the Revolution to the present.

150. Medieval Europe. (3)

The processes by which political Europe was created and by which the institutional foundations of western civilization were established.

151. The Renaissance and the Reformation. (3)

The relation of the Renaissance and the Reformation to the political and economic mainstreams of European life.

152. Europe in the Old Regime, 1660-1815. (3)

Political, social, economic, and cultural relations of the major European states. The French Revolution.

154. Europe and the Modern Age, 1815 to Present. (3)

The search for security in Europe after the French Revolution. Liberalism and social radicalism, nationalism and imperialism. The First World War and the adjustments to a new world. The Second World War and the Cold War.

160. Area Study. (3)

a. Russia

b. Latin America

c. The Far East

d. India

e. The Middle East

199. Senior Seminar. (3)

Study of the methods of and approaches to the study of history. Selected readings in history.

GOVERNMENT (Go)

127. American National Government. (3)

Structure, functions and problems of American national government.

128. American State and Local Government. (2)

Political institutions and behavior at state and local levels, with attention given to state legislatures, governors, judiciaries, state political parties, and urban government and politics.

MATHEMATICS (Ma)

Major: Ma 31, 181; twenty-seven hours in upper division mathematics including Ma 112, 113, 126, 127, 131, 136 and 199 with additional required hours to be chosen with the approval of the major adviser; eight supplementary hours in physics or a minor in a related field. For students who select a minor physics is recommended for fulfilling the science requirement for the degree. Mathematics majors choose French or German to fulfill the foreign language requirement.

Minor: Ma 31, 112, 113, 126, and 127.

11. Fundamental Concepts of Mathematics. (3)

Elementary set theory, number concepts, systems of numeration, axioms of elementary mathematics, relations and functions.

16, 17. Integrated Algebra and Trigonometry. (3, 3)

A discussion of some basic concepts in modern mathematics including an integration of basic elements of college algebra and trigonometry. I, II.

31. Calculus and Analytic Geometry I. (5)

Slopes and rates of change, inverse of differentiation, differentiation of algebraic functions, trigonometric and inverse trigonometric functions, differentials and anti-derivatives, definite integral. Prerequisites: Ma 16 and 17 or 3½ years of college preparatory mathematics including trigonometry.

111. Mathematics for Elementary Teachers. (2)

Methods of organizing and presenting arithmetic to children, basic concepts and number processes. Prerequisite: Ma 11. II.

112. Calculus and Analytic Geometry II. (5)

Topics in analytic geometry, logarithmic and exponential functions, hyperbolic functions, technique of integration, further application of integration, logic, sets, Cartesian coordinates defined, product sets, elementary probability. Prerequisite: Ma 31.

113. Calculus and Analytic Geometry III. (4)

Polar coordinates, motion in a curve, further study of limits, infinite series and Taylor's formula, methods of approximation, determinants and linear systems, analytic geometry of three dimensions and vectors, partial differentiation, multiple integration. Prerequisite. Ma 112.

121. Mathematical Statistics. (3)

Elementary theory and applications of mathematical statistics, including discussion of averages, dispersions, types of distribution, curve fitting and correlation theory.

126, 127. Modern Abstract Algebra. (3, 3)

Selected topics in theory of equations; elementary theory of groups, rings, fields; polynomials over a field; vector spaces, matrices and determinants. I, II.

131. Modern Geometry. (3)

Introduction to topics in Euclidean, non-Euclidean and projective geometries.

136. Differential Equations. (3)

Solution of ordinary differential equations, application to geometry and physics, solution in series. Prerequisite. Ma 113.

161. Theory of Numbers. (3)

Divisibility, continued fractions, Diophantine equations, Euclid's algorithms, primes, congruencies.

181. History of Mathematics. (2)

Summary of pre-Christian era, study of Christian era. Required of all mathematics majors.

199. Mathematics Seminar. (3)

Selected topics.

MEDICAL RECORD SCIENCE (MRS)

Major: MRS 11, 21, 31, 32, 111, 112, 121, 131, 132, 141, 161, 181, 182, and 199; Bi 11, 12, 41, 42, 126 or 146. A minor in a related field is optional.

No minor is offered.

111, 112. Quantitative Analysis. (2, 3, or 3, 2)

Critical examination of the component parts of the medical record relative to accuracy, completeness, and correlation of recorded facts.

121. Coding and Indexing. (3)

Methods of classifying and indexing diseases and operations; systematic compilation of facts for research purposes.

131, 132. Organization and Management. (3, 3)

Organizational patterns in hospitals, clinics and community health agencies; medical staff organization; principles and practices essential to administration, professional relationships, standard procedures, functions and techniques of supervision and human relations.

141. Medical Record Statistics. (2)

Systematic compilation of numerical data for the analysis of the recorded facts.

161. Legal Aspects of Medical Record Science. (2)

Principles of law and their applications to phases of medical record practice; use of records as evidence, release of information, subpoena testimony, settlement of claims or actions, doctor-patient-hospital relationships and legal consents.

181, 182. Directed Practice. (2, 5 or 5, 2)

Sequence of learning experience to develop insight, understanding, and skill in medical record techniques.

199. Problems in Medical Record Administration. (2)

Seminar, utilizing the case method approach, on problem situations encountered in medical record departments, clinics and other medical facilities.

MUSIC (Mu)

MUSIC EDUCATION

Major: Mu 11 (each semester), 16, 17, 18, 113 or 133, 116, 121, 122, 153, and 195; piano, 4-8 hours; voice, 4-8 hours. A minor in a related field is optional.

Minor: Mu 11 (each semester), 16, 17, 111 or 195, 153; four additional hours in upper division music; piano, 4 hours; voice, 4 hours.

PIANO, ORGAN, VOICE

Major: Mu 11 (each semester), 16, 17, 18, 116, 121, 122, 126 or 148, 153, 198; fourteen hours in the applied music major including eight upper division hours.

Minor: Mu 11 (each semester), 16, 17, 126 or 148, 153; four additional hours in upper division music; eight hours in the applied music minor including four upper division hours.

MUSIC THEORY

No major is offered.

Minor: Mu 11 (each semester), 16, 17, and 18; twelve hours from Mu 113, 116, 121, 122, 133, 153.

11. College Chorus. (1)

Preparation and public performance of sacred and secular choral music. I, II.

16-18. Music Theory. (3-9)

Correlation of written and keyboard harmony, sight singing and ear training.

61-64. Piano. (1-2 each semester)

Bach, two and three-part inventions or the equivalent; Haydn and/or Mozart Sonatas; romantic and contemporary pieces.

71-74. Organ. (1-2 each semester)

Pedal studies; Bach; choral preludes; contemporary liturgical pieces.

81-84. Voice. (1-2 each semester)

Technique of singing and its application to individual students. Repertoire from standard and contemporary works in English, French, Italian, and German.

86. Voice Class. (1)

Primarily for those students who desire a knowledge of the techniques of singing for personal voice improvement and/or the teaching of singing in the classroom. (Fee determined by enrollment in the class.)

91. Music Appreciation. (2)

Non-technical study of music materials, forms, and styles for the development of broad and intelligent listening and appreciation.

111. Music for Elementary Schools. (2)

Procedures and techniques for teaching music in the classroom. Instruction in music fundamentals for those with no previous knowledge of music.

113. Counterpoint. (3)

Analysis and writing for two, three, and four voices in the style of eighteenth century counterpoint. Prerequisites: Mu 16, 17.

116. Analytical Techniques. (3)

Structural materials used in composition; analysis of various choral, instrumental, and symphonic forms, beginning with the works of the most important sixteenth century composers and continuing through the contemporary period.

121, 122. History and Literature of Music. (3, 3)

Survey of the great movements in the development of music. May be taken in lieu of Mu 91.

126. Vocal Literature and Interpretation. (3)

Representative song literature in English, French, German, and Italian with particular emphasis on performance and style.

131. Vocal Pedagogy. (2)

Vocal methods. Lectures, discussions, and demonstrations.

133. Composition. (3)

Composing in the various musical forms and styles for voice and/or instrument.

146. Methods of Teaching Piano. (2)

Principles and techniques for teaching piano; study of materials used in teaching; experience in student teaching.

148. Piano Literature and Interpretation. (2)

Important works written for the piano from the eighteenth century to the present day.

153. Liturgical Music. (2)

Practical study of Catholic church music in the light of papal pronouncements and diocesan directives.

156. Liturgical Repertory. (2)

Further study of chant and sacred music suitable for worship in the Catholic Church. Elective for organists. Prerequisite: Mu 153.

161-164. Piano. (1-2 each semester)

Advanced technical studies; Bach, Well-Tempered Clavichord or equivalent from the romantic school; concertos and contemporary pieces and/or sonatas.

171-174. Organ. (1-2 each semester)

Works from standard literature and contemporary liturgical music. Experience in playing for liturgical services.

181-184. Voice. (1-2 each semester)

Effective performance of arias and other song literature in French, English, Italian, and German. Emphasis on stage deportment.

195. Teaching of Music in the Secondary School and Choral Conducting. (2)

General school music program with particular stress on conducting and materials. See Ed 195.

198. Recital. (2)

Public performance required of applied music majors and recommended for applied music minors.

199. Music Education Seminar. (1)

Special problems in specific areas.

NURSING (Nu)

Major: Nu 99, 121, 131, 141, 151, 161, 171, and 181; twelve supplementary hours in psychology, Ps 11, 12, 121, and 161.

No minor is offered.

99. Medical-Surgical Nursing I. (5)

Fundamental concepts of nursing care are developed. Emphasis is placed on the application of these concepts to meet the basic needs and health problems of individual patients; pharmacology, nutrition, community and mental health concepts are integrated throughout the medical-surgical nursing courses.

121. Medical-Surgical Nursing II. (12)

Basic principles of nursing care for patients with problems arising from common medical-surgical conditions, progressing to the care of patients with more complex needs. Assignments are selected to provide the student with an opportunity to apply theoretical content to the care of patients. Using the problem-solving approach the student gives comprehensive nursing care in the hospital setting. Prerequisite: Nu 99.

131. Medical-Surgical Nursing III. (6)

Principles of leadership, group dynamics, and supervision are applied in the management of patient care.

141. Psychiatric-Mental Health Nursing. (6)

Basic concepts, theories, and issues of psychiatry and psychiatric nursing; understanding of dynamics of behavior and application of nursing skills in meeting the needs of individuals and groups of patients in a comprehensive community mental health setting.

151. Maternal-Child Nursing. (12)

Principles and concepts of maternal and child care; a family-centered approach to the nursing care of mothers and children in the childbearing and childrearing experiences; pharmacology, nutrition, community and mental health concepts are integrated.

161. Preventive Medicine and Community Health. (2)

Fundamentals in philosophy, organization, and activities of community health; the science of epidemiology, vital statistics, health education, and environmental health.

171. Community Health Nursing. (6)

Scope of community health nursing; nursing care of individuals, families, and groups in the home, school, and other community settings; functions and responsibilities of the nurse in community health programs; nutrition and mental health concepts are integrated. Prerequisite: Nu 161.

181. Historical and Current Trends in Nursing. (2)

Historical development in nursing; demands of professional practice and means of promoting professional growth; survey of trends and opportunities in contemporary nursing.

HOME ECONOMICS (HE)

111. Normal Nutrition. (2)

Basic principles of normal nutrition and the application of these principles to nutritional requirements of the infant, pre-school child, adolescent, and adult.

PHILOSOPHY (Ph)

No major is offered.

Minor: Ph 11, 12, 121, 151, 171, 181.

11. Introduction to Philosophy. (3)

Development of thought up to and including Aristotle; relation of philosophy to natural sciences and theology; systematic introduction to the various branches of philosophy with emphasis on philosophy of nature.

12. Metaphysics. (3)

Inductive approach. Intrinsic principles of being in the orders of existence, essence, activity; analogy, causality and transcendentals.

121. Philosophy of Man. (3)

Man in his higher acts of intellect and will; nature, origin, and destiny of man; free will; determinism; man in created reality and his relationship to other beings.

151. Ethics. (3)

The purpose of human existence: eternal happiness with God. Man's quest of God by means of human acts, virtues, and law.

171. Modern Philosophical Trends. (3)

Critical analysis of schools of philosophy from the Renaissance to the present.

181. Contemporary Thought. (3)

Critical readings from various schools of philosophy treating contemporary problems: includes classical realism, idealism, naturalism, positivism, analytic philosophy, existentialism, and Marxism. Prerequisite: Ph 171.

PHYSICS (Phy)

No major or minor is offered.

11, 12. General Physics. (4, 4)

Fundamentals of mechanics, heat, sound, light, electricity and nuclear physics.

PSYCHOLOGY (Ps)

No major is offered.

Minor: Ph 11, 12; twelve hours in upper division psychology including Ps 121.

11. General Psychology. (3)

Approach to understanding people, problems of social groups, significance of physiological events and animal behavior in various phases of civilized life.

12. Theories of Personality. (3)

Individual as a whole in the normal course of living, aspects of personality unique to the person.

121. Human Growth and Development. (3)

See Ed 121.

123. Adolescent Psychology. (3)

Developmental study of the physical, intellectual, emotional, and social growth of the individual from puberty to full maturity.

135. Marriage. (3)

The study of marriage in the framework of functional interaction of husband and wife with regard to emotional, social, psychological, and physical needs.

161. Social Psychology. (3)

See So 161.

162. Abnormal Psychology. (3)

Presentation of a body of new facts and its relation to the knowledge of the normal and the deviations therefrom. Useful to all students of human nature.

163. Phychology of the Exceptional Child. (2)

Gifted and less gifted child.

166. Parent Counseling for Teachers of the Mentally Retarded. (3)

Direct and indirect influence of parents on the behavior of the child; importance of parent attitudes and insight in the potential development of the child.

171. Psychology of Adjustment. (3)

Recognition of basic needs and motives, their modification through social interaction; varieties of adjustive behavior.

176. Tests and Measurements. (2)

See Ed 176.

188. Guidance and Counseling. (3)

Techniques of individual and group guidance, counseling techniques, use of standardized tools, remedial work with study skills and diagnosing of educational aptitudes and interests.

191. Schools of Psychology. (3)

Comprehensive study of the various systems of ideas which contribute to the study of psychology in both the functional and theoretical structures.

SOCIOLOGY (So)

Major: So 11, 12, 111, 131, 151, 161, 171, 186 and 199; eight supplementary hours in sociology or in related fields to be chosen with the approval of the major adviser or a minor in a related field.

Minor: So 11, 12; twelve hours of upper division work in sociology.

11. Introduction to Sociology. (3)
Basic concepts and principles of sociology. I.

12. Current Social Problems. (3)

Analysis of the nature, causes, and types of social problems of contemporary society, efforts to eliminate or alleviate the problems.

111. The Family. (3)

Historical backgrounds and the development of the family in modern American culture.

121. Minority Group Relations. (3)

Racial and ethnic minorities in world perspective, prejudice and discrimination as key components in intergroup adjustments.

131. Urban Sociology. (3)

Characteristics, group relationships, and institutional activities of urban people.

141. Anthropology. (3)

Origins and development of man and modern races from the Dawn Stone Age.

151. Social Control. (3)

Analysis of control mechanisms in the individual, the small group, and the larger society.

161. Social Psychology. (3)

Social and cultural factors; psychological aspects of behavior as modified in social interaction. See Ps 161.

171. History of Social Thought. (3)

Historical and systematic study of the development of social thought.

181. The Child in Society. (3)

Sociology of child development; factors in the changing status of childhood.

186. Criminology. (3)

Study of the nature, causes, treatment and prevention of crime and juvenile delinquency; administration of courts, police and prisons, field trips.

191. The Field of Social Work. (3)

Survey of various welfare services, major techniques and methods used; observation field trips to representative agencies.

199. Sociology Seminar. (2-3)

Independent readings and research projects for sociology majors.

SPANISH (Sp)

Major: Sp 11, 12, 16, 17; twenty hours in upper division Spanish including 131, 132, 151 and 152; eight supplementary hours in related fields to be chosen with the approval of the major adviser.

Minor: Sp 11, 12, 16, 17; twelve hours in upper division Spanish including Sp 131 and 132.

11, 12. Elementary Spanish. (3, 3)

An introduction to the elementals of language learning: oral ability, aural comprehension, reading and writing of simple Spanish. Two hours a week laboratory period. For students beginning Spanish in college or presenting one unit of high school Spanish. I, II.

16, 17. Intermediate Spanish. (3, 3)

Emphasis on oral-aural skills; review of grammar; readings from Spanish and Spanish-American authors. Two hours a week laboratory period. Prerequisites: Sp 11 and 12 or two years of Spanish in high school. I, II.

131, 132. Spanish Composition. (3, 3)

Emphasis on oral-aural and written fluency in daily life situations. Intensive review of grammar and idiomatic expressions. Two hours a week laboratory period. Prerequisites: Sp 16, 17. I, II.

151, 152. Survey of Spanish Literature. (3, 3)

Selected works representative of each period from the Middle Ages to the twentieth century. I, II, alternate years.

161, 162. Survey of Spanish-American Literature. (3, 3)

Selected works representative of each epoch from the Colonial Period to the contemporary period. I, II, alternate years.

171. Spanish Literature of the Golden Age. (3)

Extensive reading and analysis of the masterpieces of the principal writers of the sixteenth and seventeenth centuries. Alternate years.

198, 199. Spanish Seminar. (2, 2)

Directed readings in Spanish literature, conferences, research papers.

SPEECH AND DRAMA (SD)

Major: SD 11, 16, 21; twenty hours in upper division Speech and Drama including SD 116, 131, 136, 141, 161 or 181, and 199; eight supplementary hours in Speech and Drama or in related fields to be chosen with the approval of the major adviser or a minor in a related field.

As a partial fulfillment of the requirements for the degree the student may choose to direct a major production or give a dramatic recital. If the latter is chosen, SD 191 and 192 are required.

Minor: Eighteen hours in Speech and Drama including twelve hours in upper division courses.

11. Basic Principles of Speech. (2)
Principles and their application in the composition and delivery of effective speech.

16. Oral Interpretation of Literature. (3)
Communication of literary content through the use of body and voice.

21. Acting. (3)
Theory and technique; exercises in the development of imagination, in concentration, pantomime, and characterization; practice in one-act plays.

111. Speech for Elementary Schools. (2)
Objectives and procedures in speech training for class instruction; suggestions and helps in extra-curricular activities.

116. Stagecraft. (3)
Designing, constructing, and painting scenery; lighting technique; elements of the physical theatre.

121. Theatrical Make-up. (1)
Practice in straight, character, and stylized make-up.

128. Creative Dramatics. (2)
Procedure of doing-through-drama or play-making to develop creativity in children.

131. History of the Theatre. (3)
Classical age of the Greek theatre to the present, analysis of representative plays. See En 131.

136. Shakespeare. (3)
See En 136.

141. Contemporary Drama. (3)

Analysis of plays from Ibsen to the present, including avant-garde drama. See En 141.

161. Advanced Oral Interpretation of Literature. (3)

Communication from the printed page of selections from prose, drama, and poetry.

171. Chamber Theatre. (3)

Presentation of prose fiction (short stories and novels): dialog spoken by actors; descriptive elements, by narrator. Enacted for small audience.

181. Advanced Acting. (3)

Character creation, interpretation of roles, rehearsal of short scenes; participation in major production.

191, 192. Private Instruction. (1, 1)

Preparation for senior recital.

199. Play Directing. (3)

Techniques and methods; preparation of director's manuscript. Directing of one-act play required.

THEOLOGY (Th)

No major is offered.

Minor: Eighteen hours in theology including Th 121, 122 and 125.

11. Introduction to Scripture. (2)

Inspiration, senses of Scripture, criteria and methods of interpretation. Plan of God as seen in the Old Testament. I.

12. New Testament. (2)

Plan of God as seen fulfilled in Christ and the Church. II.

21. Christology. (2)

Incarnation and redemptive work of Christ. I.

121. Introduction to Liturgy. (2)

Nature of liturgical action, worship of the Church, Eucharistic celebration, liturgical year. II.

122. Sacramental Theology. (2)

The sacraments as the continuation of the redemptive work of Christ. Prerequisite: Th 21.

123. Parish Liturgy. (2)

Signs of Christ's action; parish community and participation.

125. Contemporary Moral Theology. (2)

Christ as the ideal of Christian life and virtues. Responsibility, freedom, conscience, virtues. Prerequisite: Th 21.

151. Comparative Religion. (2)

Religious bodies in America and the Ecumenical Movement.

161. Theology of the New Testament. (2)

Intensive readings and analysis of texts.

191. The Lay Apostolate. (2)

Theological foundations and various aspects of the apostolate.

196. Modern Catechetics. (2)

Catechetical approach to sacred doctrine, methods for instruction.

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EMERITI

Florence Beck, *Professor of Philosophy*
Dorothy Gallagher, *Associate Professor of Sociology*

*Absent on leave

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The president is *ex officio* a member of all college committees.

Committee on Educational Policies
academic dean and chairmen of departments

Committee on Admissions and Scholarships
academic dean, registrar, director of admissions, and two faculty members

Committee on Financial Aid
treasurer, registrar, director of admissions, and financial aid coordinator

Committee on Student Affairs
dean of students, dormitory prefects, class moderators, and class vice-presidents

Committee on Library
librarian, assistant librarians, and a faculty representative from each department

Committee on Teacher Education
chairman of the Department of Education and Psychology and three faculty members

YOUR INVESTMENT IN AVILA

Library

Academic Building

Special Education Building

Scholarships

Faculty Residence

Chapel

Gifts and bequests of money, securities, or real estate are gratefully received by Avila College. Such gifts have made possible the purchase of new campus property and furnishings for portions of the buildings. It is through continued thoughtfulness on the part of individuals who wish to contribute to the education of women at Avila College that the future of the college can be secured.

The college recommends that anyone desiring to remember Avila College through a bequest or will carefully comply with the laws of the state in which the will is made.

In Missouri, the testator must sign his will in the presence of two witnesses. Some states require three witnesses.

Form for General Bequest

I, ..., give and bequest to Avila College, Kansas City, Missouri, a body corporate of the State of Missouri, for its general corporate purpose for the benefit and use of Avila College forever.

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Colleges conducted by the
Sisters of St. Joseph of Carondelet

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St. Louis, Missouri

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Los Angeles, California

The College of St. Catherine
St. Paul, Minnesota

The College of Saint Rose
Albany, New York